

**INSTRUCTIONS for
Housing Acquisition and Real Property Acquisition**

INSTRUCTIONS FOR COMPLETING ACTIVITY FORMS

Note: If more than one activity is being proposed, submit a separate set of Activity Forms for each one. Only two programs may be applied for.

A. ACTIVITY INFORMATION:

1. Indicate the total dollar amount that is being requested for this specific activity. This dollar amount must include any activity delivery costs.
2. From the list of possible acquisition programs, identify the type of program that is being proposed.
3. If the proposed program will be carried out in a target area, identify the census tracts and applicable block groups for the proposed target area.

Depending on local indicators and census data, jurisdictions may be able to strengthen their application by proposing the activity in a target area that has high poverty indicators. If proposing a program in a target area, the applicant will be held to performing in that area.

4. Under each column, identify the proposed number of beneficiaries for each specific income group.
(Refer to Appendix B for a link to the list of income limits by county.)

Non-TIG (Non-Targeted Income Group) refers to households/persons that earn 81% and above of the county median income.

TIG (Targeted Income Group) refers to households/persons that earn between 51% and 80% of the county median income.

LTIG (Lowest Targeted Income Group) refers to households/persons that earn between 31% and 50% of the county median income.

Note: Proposed activities may not exclude benefit to the LTIG.

Extremely LTIG (Extremely Lowest Targeted Income Group) refers to households/persons that earn 30% or less of the county median income.

Note: Proposed activities may not exclude benefit to the LTIG.

5. Indicate the proposed number of loans and the proposed number of grants for this activity.
6. Indicate who will carry out this activity.

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- 7. Description of Activity.** Please provide a brief narrative description of the proposed acquisition program. Describe the feasibility of doing the activity in the community (e.g., sufficient eligible households that can use the program).

Give information about:

- the use of CDBG funds,
- what the total program will cost, and
- the number of units.

If the applicant is proposing a **combination of different uses of funds**:

- explain all aspects of these combinations, and
- break out costs where appropriate.

If the proposed CDBG activity is **part of a larger project** (e.g., real property acquisition):

- describe the whole project, and
- describe how the CDBG-funded portion fits into that project.

Note: Occupancy/use by the TIG/LTIG beneficiaries must occur by the CDBG contract expiration date. The beneficiaries will be those that benefit from the final CDBG-eligible use of the property.

EXAMPLES

Single-Family Project:

The City of ABC will use the \$400,000 to assist 15 homebuyers to purchase existing homes. It is anticipated that 12 of the homebuyers will be TIG and the remaining 3 will be LTIG households. It is anticipated that the average purchase price will be \$110,000 plus closing costs of \$3,000; the average CDBG loan will be \$25,000; the average downpayment will be \$3,500; and the average bank loan will be \$81,500. The CDBG funds will be used in conjunction with bank loans obtained individually by the homebuyers. A letter of interest from MNO Bank is attached to document the bank funds as leverage.

Multi-Family Project:

The County of PQR will use the \$500,000 to assist the NP Housing Development Corporation (NPHDC) to purchase a rental housing project consisting of 50 units, located in the rural Vista community in the Northwest area of the County. These units are currently occupied by 10 LTIG and 40 TIG households, and we expect this mix to be maintained. The balance of funding for this \$2,000,000 project will be provided by a CHFA loan in the amount of \$1,400,000 and a FHLB Affordable Housing Program grant of \$100,000.

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- 8. Environmental Clearance.** Please check the box for the anticipated level of environmental clearance under the National Environmental Policy Act (NEPA).

Notes: If the applicant already has a NEPA environmental review record (ERR) for the proposed project that was prepared by or for another agency (e.g., USDA-RD), that ERR may or may not satisfy environmental review requirements for HUD purposes for this grant application. Please contact the CDBG representative for further guidance on avoiding ERR duplication.

Scheduling and budgeting should allow for sufficient time and funds to complete environmental clearances prior to commencement of activities.

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B. NEED FOR ACTIVITY:

1. Please enter the percentage of all renter households that are paying more than 25% of their income for housing.

Notes: Applicants **must** use 2000 Census data for this number. Overpayment data are available in the 2000 Census Summary File 3, Table DP-4 (see sample of this table in Appendices).

Applicants must attach the 2000 Census table and show the calculations. **Failure to do either one will result in no points being given under this category.**

2. Please enter the percentage of total households that are overcrowded.

Notes: Overcrowding means 1.01 or more persons per room.

Applicants **must** use 2000 Census data for this number. Overcrowding data are available in the 2000 Census Summary File 3, Table DP-4 (see sample of this table in Appendices).

Applicants must attach the 2000 Census table and show the calculations. **Failure to do either one will result in no points being given under this category.**

3. **Need for New Units.** Recent surveys (less than 5 years) or 2000 Census data are acceptable documentation. The data requested is for the entire jurisdiction.

Exception: For this activity, CDBG will allow the designation of a Target Area only for County applicants where the proposed project is in a geographically isolated area of the county.

a. Please:

- enter the percent(s) of **homeowners** in the entire jurisdiction.
- enter the percent(s) of **owner-occupied** units that are vacant in the entire jurisdiction, or a geographically isolated area of the county
- check the appropriate data source (2000 Census or local survey), and
- attach a copy of the Census table with the calculations and/or the results of the local survey (as applicable). **Failure to do either one will result in no points being given under this category.**

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- enter the percent(s) of **renter-occupied** units that are vacant in the entire jurisdiction, or a geographically isolated area of the county
- check the appropriate data source (2000 Census or local survey), and
- attach a copy of the Census table with the calculations and/or the results of the local survey (as applicable). **Failure to do either one will result in no points being given under this category.**

Notes: If the applicant is using 2000 Census data, refer to the Census Summary File 1, Table DP-1 (see sample of this table in Appendices) for the jurisdiction-wide vacancy rates by tenure type.

If the applicant is using local survey data, please include a copy of the survey instrument, the survey methodology that was used, and the results of that survey with pertinent information highlighted.

4. **Need for Real Property Acquisition.** Please address each of the sections identified below. Include information about what the real property will be used for (must be a CDBG-eligible activity) and identify the proposed beneficiaries.

Important: Real Property Acquisition (funded with CDBG funds) is considered a part of a larger CDBG-eligible activity (for which other funding may/will be used).

The entire project is subject to all CDBG regulations and requirements, including prevailing wages for any construction on the property, NEPA clearance on the entire project, etc.

- a. **Narrative of Severe Health and Safety Issue Activity will Address:** Provide a brief description of what severe health and safety issue will be solved with implementation of the proposed activity (the real property acquisition and the final use of the property). Attach any documentation to support the need.
- b. **Description of How Activity will Eliminate the Current Problem:** Give specific examples of how the proposed activity will eliminate the severe health safety problem.
- c. **Description of How the Applicant will Ensure that the Real Property Acquisition and the Final Use of the Property will be Maintained as a CDBG-Eligible Use in the Future:** Give a detailed description of how the applicant will ensure that the final program/project will be maintained as a CDBG-eligible use in the future. Include details such as the length of time that any restrictions will be in place, any periodic monitorings by the applicant, etc.

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5. Please state whether there is a project-specific waiting list or market study. If yes, applicants must attach a copy. **Failure to do so will result in no points being given under this category.**
6. Supplemental Information: If the Census data for Overpayment, Overcrowding, and/or Homeownership or Rental Vacancy Rate do not accurately depict your community's need in those categories, please:
 1. Check which category(ies) are being rebutted:
 - ❖ Worsened Overpayment: Information rebutting or not captured in the 2000 Census.
 - ❖ Housing Overcrowding: Information rebutting or not captured in the 2000 Census.
 - ❖ Homeownership Vacancy Rate: Information rebutting or not captured in the 2000 Census.
 - ❖ Rental Vacancy Rate: Information rebutting or not captured in the 2000 Census.
 - describe the community's worsened needs in those categories,
 - attach third-party documentation, if available, showing the community's worsened needs in those categories;
 - and identify the page number in the application where the third-party documentation can be found .

Notes: Such supplemental information may not be older than five years from this year's application filing date and **must be specific to the community.**

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C. TARGETED INCOME GROUP BENEFIT – Housing Acquisition and Real Property Acquisition for Housing

1. Enter the percentage of total project beneficiaries that would be TIG households.
2. If the answer to question #1 is **51% or greater**, enter the percentage and go to Section C.

If the answer to question #1 is **Between 20% and 50%**, answer questions 4.a-d below.

If the answer to question #1 is **less than 20%**, stop here. The project does not meet the TIG National Objective and is **ineligible**.

3. If the applicant proposes to assist a senior housing project, stop here. The project does not meet the TIG National Objective and is **ineligible**.
4. a. Enter the **total** development costs for this project (as shown on sources and uses).
4. b. Enter the dollar amount of CDBG funds requested for this project.
4. c. Divide the CDBG funds by the total development costs.

Indicate this number as a percentage. (This is the percentage of CDBG dollars relevant to the total development costs.)

4. d. Is the percentage of TIG dollars **equal to or less than** the percentage of TIG households in the project shown in question number one above?

If the answer is "Yes," the project **meets** the TIG National Objective for this activity.

If the answer is "No," **STOP HERE**. The project **does not** meet the TIG National Objective and is **ineligible**.

NOTE: Compare the percent of benefit to TIG households with the percent of CDBG dollars relative to the total development cost (TDC). For example, a potential \$1,000,000 project may be designed to set aside 40 percent of the finished project units for TIG households. If the applicant is requesting \$400,000 of CDBG funds, which is 40 percent of the TDC, the application meets the test that the percent benefit to TIG households is equal to or greater than the percent of TDC that the CDBG dollars represent.

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TARGETED INCOME GROUP BENEFIT – Real Property Acquisition

If the applicant does not provide information, the Department will assign points based on the percentage of families in the jurisdiction that are TIG. **Activities with 90% TIG benefit will result in full points in the Benefit category.**

Income restriction: Applicants must demonstrate that there is a limitation, based on income, for who is eligible to benefit from the final project. (Note: Charging a fee to non-TIG project beneficiaries does not exclude them from being considered CDBG beneficiaries.)

Limited Clientele: For the purposes of assigning a benefit score, absent evidence to the contrary, 100% TIG benefit will be presumed for activities that exclusively serve a group of persons in any one or a combination of the following categories: abused children, battered spouses, adults meeting the Bureau of the Census' Current Population Report's definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDs, and migrant farm workers.

Income survey: For activities in which services will be provided to specific client groups not listed in the limited clientele paragraph above (for example, senior citizens, farm workers, single mothers) applicants should conduct a survey of existing and/or potential beneficiaries. Please refer to Appendices for guidance on survey methodology.

NOTE: Activities in which services or activities are open to all residents of the area, an income survey of the actual users of the facility may only be done if at least 51% of the residents of the area are TIG.

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D. SOURCES AND USES FORM

1. Sources and Uses Form

Sources. The major funding sources are printed on the form.

The amounts and sources for local and private funding contributions should match the information provided on the leverage charts in the application summary. In addition, make entries here for any State, Federal, or other sources, that will be used to finance the entire project.

For “other State” funds, if any are from another HCD program, please identify that program on this chart.

Uses. Identify the cost categories applicable to the proposed project and enter the dollar amounts budgeted for each category. Allocate the amounts across the table to the funds that are expected to be received from all the sources listed. This chart should include costs for the entire project (not just the CDBG portion). The applicant’s cost estimates can assist in calculating these entries.

- For the Construction lines, include a factor for Davis-Bacon wages when applicable. All construction costs should include a contingency established in the line item.
- The Equipment category could include items such as outdoor playground equipment.
- Examples of fees that should be listed are commissions to brokers or closing costs for the acquisition of land or a building.

Please double-check the totals in all rows and columns for accuracy.

INSTRUCTIONS *for* Housing Acquisition and Real Property Acquisition

E. STATE OBJECTIVES

For Housing Acquisition and Real Property Acquisition programs, the State Objectives listed below will be available.

Check the appropriate State Objective(s) that the applicant is committing to fulfill and for which the applicant would like to receive points.

Important Note: Applicants are advised that failure to comply with any State Objective that the applicant has committed to fulfill may result in the applicant having to return CDBG funds.

- **Energy Efficiency Proposals:** Up to 50 points will be added for activities that commit to using the established minimum level of energy efficiency standards. Examples of energy efficiency standards include, but not limited to, installing Energy Star ceiling fans and appliances, installing non-combustible roofing materials, using engineered lumber, providing effective air sealing, etc. (where applicable to the program/project)

(Note: Applicants that commit to fulfilling the Energy Efficiency State Objective will be required to maintain evidence that all required energy efficiency criteria was met. Such evidence may include purchase order information from contractors, maintaining detailed work write-ups that include all criteria, pictures, inspections, etc.)

- **Native American partnership Proposals:** Up to 50 points will be awarded for activities that propose a partnership with eligible non-federally recognized tribes/areas in which, at a minimum, 51 percent of the beneficiaries are Native American tribal members. (The activity description must clearly indicate how this State Objective will be implemented.)
- **Farmworker Housing/Health Services:** Up to 25 points will be awarded to proposals which facilitate the development and/or operation of migrant or permanent farmworker housing or proposals which facilitate the provision of health services in combination with farmworker housing. To receive these points, a minimum of 90 percent of the beneficiaries of the proposed activity must be farmworkers. (The activity description must clearly indicate how this State Objective will be implemented.)

INSTRUCTIONS for Housing Acquisition and Real Property Acquisition

- **Capacity Building:**

Up to 25 points will be awarded to jurisdictions that applied for CDBG funding but fell below the funding cut-off in the 2006 General Allocation competition. The activity applied for during this funding cycle does not have to be the same as the 2006 proposed activity.

Up to 35 points will be awarded to applicants who applied at least two times in the last four years (2004 to 2007) in the General Allocation and who were not funded either time.

F. PROGRAM READINESS

Of the 150 points available for capacity, the application may be awarded up to 50 of these points for documentation of actions taken that make the proposed project or program more ready to proceed. These actions must be directly related to the activity. They may include the completion of the special conditions and environmental review requirements, securing site control, securing financing for the entire project, or anything that would enable the applicant to be ready to proceed.

Grant Administrator and/or Program Operator--Check the appropriate box(es), submit the documentation required (resumes and duty statements for staff, applicant and governing body action hiring consultant, or governing body action approving subrecipient). Write in the page number where the documentation can be found.

Environmental Clearance--Check the appropriate box, submit the documentation required and write in the page number in the application where the documentation can be found.

Special Conditions--Check the appropriate box, submit the documentation required and write in the page number in the application where the documentation can be found.

Project Readiness-- Check the appropriate box, submit the documentation required, and write in the page number in the application where the documentation can be found. A partial list of acceptable readiness items are listed Readiness Chart.

Applicants must submit documentation to support each readiness action. **Failure to do so will result in no points being awarded for that readiness action,**

Housing Acquisition and Real Property Acquisition

A. ACTIVITY INFORMATION:

1. How much is being requested for this activity? \$_____ (inc. activity delivery)
2. How will the requested CDBG funds be used?

Check only one of the following:

_____ Homebuyer Assistance Program (units already built at time of application)

Proposed # of units: _____

(Must be jurisdiction-wide. Target areas may be allowed for county applicants only)

Or

_____ Acquisition of Existing Multi-Family Housing Project

Proposed # of units: _____ owner-occupied _____ renter-occupied

Or

_____ Acquisition of Existing Mobile Home Park Project

Proposed # of units: _____

Or

_____ Acquisition of Rental Housing, the majority of which is unoccupied

Or

_____ Acquisition of Real Property (to be used for a CDBG-eligible purpose):
(Describe)_____

Note: The CDBG-eligible use must be in place prior to the expiration date of the contract.

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3. For activities that will be carried out within a target area, identify the following (*see instructions*):

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Groups	Block Groups	Block Groups	Block Groups	Block Groups

4. Proposed Beneficiaries by Income Group (*see instructions*):

OWNER-OCCUPIED households -

81% and Above (Non-TIG)	Between 51% - 80% (TIG)	Between 31% - 50% (LTIG)	Below 30% (Extremely LTIG)	TOTALS

RENTER-OCCUPIED households -

81% and Above (Non-TIG)	Between 51% - 80% (TIG)	Between 31% - 50% (LTIG)	Below 30% (Extremely LTIG)	TOTALS

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Persons (for Real Property Acquisition) -

81% and Above (Non-TIG)	Between 51% - 80% (TIG)	Between 31% - 50% (LTIG)	Below 30% (Extremely LTIG)	TOTALS

5. Estimated number of: _____ Loans _____ Grants

6. This activity will be carried out by:

_____ Jurisdiction _____ Consultant _____ Combination of jurisdiction/consultant

OR

_____ Another unit of local government _____ Another public agency _____ Non-profit

_____ For-profit _____ Faith-based organization _____ Other: _____

Name of the agency/organization: _____

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7. Description of Activity (*see instructions*):

8. Environmental Clearance: (Please indicate the anticipated level of environmental clearance for both the property acquisition and the final CDBG-eligible use of the property.)

____ Environmental Assessment

____ Categorically Excluded, but Subject to 58.5...

____ Other: _____

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B. NEED FOR ACTIVITY:

Data Type	Instructions:	%	Data Source
1. <u>Overpayment</u>	Enter the percentage of all <u>renter</u> households who are paying more than 25% of income for housing. <i>You must attach Census table and show calculations on it.</i>	___%	2000 Census Data
2. <u>Overcrowding</u>	Enter the percentage of total households who are overcrowded. <i>You must attach Census table and show calculations on it.</i>	___%	2000 Census Data

3. **Need for New Units:**

Data Type	Instructions:	%	Data Source
a. <u>Homeownership Rate</u>	Enter the percent(s) of <u>homeowners</u> in the entire jurisdiction. <i>You must attach the Census tables and/or the results of the local survey.</i>	___%	___ 2000 Census ___ Local Survey
b. <u>Homeownership Vacancy Rate</u>	For Homeowner Acquisition Programs: Enter the percent(s) of <u>owner-occupied</u> units that are vacant in the entire jurisdiction. <i>You must attach the Census tables and/or the results of the local survey.</i>	___%	___ 2000 Census ___ Local Survey
c. <u>Rental Vacancy Rate</u>	For Rental Acquisition Programs: Enter the percent(s) of <u>rental</u> units that are vacant in the entire jurisdiction. <i>You must attach the Census tables and/or the results of the local survey.</i>	___%	___ 2000 Census ___ Local Survey

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4. **Need for Real Property Acquisition.** Provide descriptions for each of the following and provide applicable documentation: (see instructions)

- a. Severe Health and Safety Issue Activity will Address:

- b. Description of How Activity will Eliminate the Current Problem:

- c. Description of How the Applicant will Ensure that the Real Property Acquisition and the Final Use of the Property will be Maintained as a CDBG-Eligible Use in the Future:

5. **Documentation of Local Demand for Project:**

Waiting List

____ Yes. Attach a copy.

____ No.

Market Study

____ Yes. Attach a copy.

____ No.

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6. **Supplemental Information:**

This section is used to provide information being rebutted and/or not captured in the 2000 Census in regards to your community's worsened overpayment, overcrowding needs, and/or homeownership rate. Provide all information that is requested.

Check if the applicant is providing supplemental information for:

____ Worsened Overpayment ____ Worsened Housing Overcrowding
____ Homeownership Rate

Describe the worsened overpayment, overcrowding, and/or homeownership rate issue:

How is this issue specific to the community?

List:

- third-party documentation (must be less than five years old) that is being submitted to support the issue, and
- the date of the documentation, and
- the page numbers, in this application, where it can be found.

Description of Documentation:	Date of Doc.	Page #
1.		
2.		
3.		
4.		

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C. TARGETED INCOME GROUP (TIG) BENEFIT – Housing Acquisition and Real Property Acquisition for Housing.

Answer the questions and follow the prompts below to determine project eligibility.

1.	What percentage of housing units benefiting from this proposed activity are TIG households? _____%	
	<ul style="list-style-type: none"> If proposing assistance for development of individual-ownership housing, there must be <u>100% TIG benefit</u>. (STOP. GO to Section D.) If proposing assistance for the development of rental housing, <i>CONTINUE with questions below.</i> 	
2.	<ul style="list-style-type: none"> If the answer to question # 1 is <u>51% or greater</u>, STOP. GO to Section D. If the answer to question # 1 is <u>between 20% and 50%</u>, <i>CONTINUE with questions below.</i> 	
	<ul style="list-style-type: none"> If the answer to question # 1 is <u>less than 20%</u>, STOP. Project does not meet the TIG National Objective and is <u>ineligible</u>. 	
3.	Does the applicant propose to assist a senior housing project?	<div style="display: flex; justify-content: space-between;"> <div> ___ YES ___ NO. </div> <div> STOP. Project does not meet the TIG National Objective and is <u>ineligible</u> CONTINUE. </div> </div>
4. a.	Enter the Total Development Costs (TDC) for this project.	\$ _____
4. b.	Enter the dollar amount of CDBG funds requested for this project.	\$ _____
4. c.	Divide CDBG funds (4. b.) <u>by</u> TDC (4. a.) = (percentage of CDBG funds relevant to TDC)	_____ %
4. d.	Is the percentage of CDBG funds <u>equal to or less than</u> the percentage of TIG households shown in #1 above?	<div style="display: flex; justify-content: space-between;"> <div> ___ YES ___ NO. </div> <div> Project <u>meets</u> the TIG National Objective for this activity. Project does not meet the TIG National Objective and is <u>ineligible</u>. </div> </div>

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TARGETED INCOME GROUP (TIG) BENEFIT – Real Property Acquisition

1. How will **TIG benefit** be established for the Real Property Acquisition?

- ____ Income Restriction
- ____ Limited Clientele
- ____ 2000 Census Data (attach copies)
- ____ Income Survey. Complete chart below.

a. If TIG benefit is determined by an income survey, complete the following survey information:

Survey Date:	
Total # of anticipated beneficiaries:	
Households or persons?	
How many were surveyed?	
Total number of responses:	
<i>Number of TIG responses:</i>	
<i>Number of Non-TIG responses:</i>	

b. Based on the survey results, the percentage of **TIG households** that will benefit from this proposed activity is:

____%

c. ***Attach a copy of the survey form, a description of the survey methodology that was used, and a summary of the results.***

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D. SOURCES AND USES FORM. Show all funds that are budgeted for the entire project (CDBG funds requested and all other funding sources).

USES	SOURCES							Totals:
	State CDBG	Local Financial	Private Financial	Program Income	Federal	Other State Funds	Other: List	
Land Acquisition								\$
Building Acquisition								\$
Construction On-Site								\$
Construction Off-Site								\$
Equipment								\$
Final Plans & Specs.								\$
Fees								\$
Contingency								\$
Relocation								\$
Planning								\$
Other:								\$
Other:								\$
Other:								\$
Totals:	\$	\$	\$	\$	\$	\$	\$	\$

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E. STATE OBJECTIVES (Maximum of 50 points for all activities in the application)

1. Does the activity qualify for one (or more) of the State Objectives listed below? If so, check those State Objectives that the applicant is committing to fulfill.

Important Notice: Failure to comply with any State Objective requirements may result in the applicant having to return CDBG funds.

—— **Energy Efficiency Proposals:** Up to 50 points will be awarded for activities that commit to using the established minimum level of green building standards. At a minimum, the applicant must commit to doing the following (where applicable to the program/project):

(Note: Applicants that commit to fulfilling the Energy Efficiency State Objective will be required to maintain evidence that all required energy efficiency criteria was met. Such evidence may include purchase order information from contractors, maintaining detailed work write-ups that include all criteria, pictures, inspections, etc.)

Site:	
	Use plant and tree species that require low water use in sufficient quantities.
	Install irrigation system using only low-flow drip, bubblers, or low-flow sprinklers.
Materials and Resources:	
	Use engineered lumber - <ol style="list-style-type: none"> a. Beams and Headers b. Wood I-Joists or web trusses for floors and ceilings
	Use Oriented Strand Board (OSB) for floor, wall, and roof sheathing.
	Provide effective air sealing – <ol style="list-style-type: none"> a. Seal sole plates. b. Seal exterior penetrations at plumbing, electrical, and other penetrations. c. Seal top plate penetrations at plumbing, electrical, cable, and other penetrations d. Weatherstrip doors and attic access openings. e. Seal penetrations in interior equipment closets and rooms.

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	f. Seal around bathtub drain penetrations in raised floors.
	Install and flash windows in compliance with window installation protocols.
	Exterior Doors – <ul style="list-style-type: none"> a. Insulated or solid core. b. Flush, paint or stain grade shall be metal clad or have hardwood faces. c. Factory primed on six sides with a one year warranty.
	Select durable non-combustible roofing materials which carry a three-year contractor installation guarantee – <ul style="list-style-type: none"> a. 20-year manufacturer's warranty; or b. 30-year manufacturer's warranty.
Energy Efficiency:	
	Install ENERGY STAR® Ceiling Fans in living areas and all bedrooms; install a whole house fan with insulated louvers; or install an economizer.
	Install ENERGY STAR® Appliances (where applicable)
	Install gas storage water heater with an Energy Factor (EF) of 0.62 or greater and a capacity of at least 30 gallons for one- and two-bedroom units and 40 gallons for three-bedroom units or larger.
Water Efficiency:	
	Use water-saving fixtures or flow restrictors. <ul style="list-style-type: none"> a. Kitchen and Service Areas < 2 gallons per minute (gpm). b. Bathroom Sinks < or = 1.5 gallons per minute (gpm). c. Showers and Bathtubs < or = 2.5 gallons per minute (gpm).
Indoor Environmental Quality:	
	Use Low-VOC paint and stain. <ul style="list-style-type: none"> a. Flat interior wall/ceiling paints & stains < 50gpl VOCs. b. Non-flat wall/ceiling paints & stains < 150gpl VOCs

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	Provide window coverings – a. Drapes or blinds may be fire retardant.
	Floor coverings – a. Light and medium traffic areas shall have vinyl or linoleum at least 3/32" in thickness. b. Heavy traffic areas shall have vinyl or linoleum at least 1/8" in thickness. c. Carpet shall comply with U.S. Department of Housing and Urban Development/Federal Housing Administration UM 44C, or alternatively, cork, bamboo, linoleum, or hardwood floors shall be provided in all other floor areas.

_____ **Native American partnership Proposals:** Up to 50 points will be awarded for activities that propose a partnership with eligible non-federally recognized tribes/areas in which, at a minimum, 51% of the beneficiaries are Native American tribal members. (The activity description must clearly indicate how this State Objective will be implemented.)

_____ **Farmworker Housing/Health Services:** Up to 25 points will be awarded to proposals which facilitate the development and/or operation of migrant or permanent farmworker housing **or** proposals which facilitate the provision of health services in combination with farmworker housing. To receive these points, a minimum of 90% of the beneficiaries of the proposed activity must be farmworkers. (The activity description must clearly indicate how this State Objective will be implemented.)

Capacity Building (*check one*):

_____ Up to 25 points will be awarded to jurisdictions that applied for CDBG funding but fell below the funding cut-off in the 2006 General Allocation competition.

_____ Up to 35 points will be awarded to applicants who applied at least two times in the last four years (2004 to 2007) in the General Allocation and who were not funded either time.

Identify the two years that a CDBG General Allocation application was submitted and not funded:

Years: _____ **and** _____

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F. READINESS CHART – Housing Acquisition and Real Property Acquisition

See Instructions for completion and providing proper documentation.

PROGRAM OPERATOR	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
In-House Administration			
Sub-recipient Agreement			
Consultant Hired			

ENVIRONMENTAL	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
<u>Complete</u> Environmental Review Record (ERR)			
Ready to Publish Public Notice			
Environmental Finding Form			
Form 58.6			

SPECIAL CONDITIONS	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Site Control			
All financing in Place			
Timeline for completion			
Option for Purchase			
Approved Program Guidelines			
Approved PI Reuse Plan			

READINESS	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
List of Approved Applicants			
Final Plans and Specs			
Bid Documents Completed			